



Town of Oro Valley Classification Description

Title: **MAGISTRATE JUDGE**
Job Code: 1310
FLSA Status: Exempt

Department: Magistrate Court
Salary Grade: 129

POSITION SUMMARY:

Presides over Oro Valley Magistrate Court and serves as the Department Director. Work is performed in accordance with applicable law and rules. The Magistrate Judge is appointed by Mayor and Council.

ESSENTIAL JOB FUNCTIONS:

- A. Presides over court proceedings.
- B. Acts as the judge in processing criminal and civil cases in accordance with the rules set forth in the Rules of Criminal Procedures, Arizona Revised Statutes, and Arizona Rules of Court, and/or the Supreme Court.
- C. Complies with the Code of Judicial Conduct and the Code of Judicial Administration.
- D. Imposes and enforces civil and criminal penalties upon determination of violation of State and local laws, rules, codes and ordinances.
- E. Administers fair and impartial justice according to the Arizona and U.S. Constitutions.
- F. Conducts initial appearances and arraignments and determines conditions of release, in accordance with the Arizona Rules of Criminal procedure.
- G. Reviews and/or signs motions, rulings, warrants and other documents as required.
- H. Conducts hearings as necessary for the adjudication of cases filed in the Court.
- I. Serves as the Department Director for the Magistrate Court by providing guidance and direction to staff and acting in a leadership role in the department.
- J. Oversees the administrative functions, such as establishing organization goals, completing the budget and making financial decisions, and managing personnel matters.
- K. Supervises the Court Administrator, Judges Pro Tempore, and Court Security Officer, including completion of annual performance evaluations.
- L. Complies with Continuing Judicial Education and Training.
- M. Remains available for telephonic Search Warrants 24 hours a day.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable local, state and Federal statutes, Town ordinances, codes, rules and regulations governing the court system.
- Knowledge of the criminal justice system and criminal laws.
- Knowledge of the Arizona Rules of Court and Rules of Criminal Procedures.

- Ability to effectively perform high level conflict resolution skills. Ability to manage difficult personalities and individuals in stressful situations.
- Ability to manage and monitor the work performance of a department.
- Skill in listening, researching, analyzing, interpreting and deciding cases in accordance with the U.S. and State Constitutions and judicial procedures and practices.
- Skill in drafting and presenting verbal and written instructions.
- Skill in assessing the veracity of witnesses.
- Skill in drafting legal rulings and orders.
- Skill in reviewing, understanding, interpreting and analyzing complex civil and criminal laws and regulations.
- Skill in applying justice in a fair and equitable manner.
- Skill in applying legal and psychological concepts in the administration of justice.
- Ability to create and maintain effective, collaborative working relationships.

MINIMUM QUALIFICATIONS:

- A Juris Doctor Degree.
- Seven (7) years' experience as a practicing court room attorney; **OR** an equivalent combination of education and experience.
- A member in good standing of the State Bar of Arizona.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.